

Planning & Development Department

BOARD OF ADJUSTMENT APPLICATION INSTRUCTIONS



- APPLICATION SUBMITTAL DEADLINE IS 12:00 NOON ON THE CLOSING DATE:
- IT IS RECOMMENDED THAT AN APPOINTMENT BE MADE PRIOR TO THE CLOSING DATE. (Please call 602-506-2364 to set up an appointment.)
- INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

INFORMATION REQUIRED FOR APPLICATION PACKAGE

- 1. **ONE (1) COPY OF THE APPLICATION** The application consists of a cover sheet and the appropriate supplemental questionnaire(s) sheets (Variance, Interpretation/Appeal):
 - a) The application is to be completed as follows: FILL OUT THE REQUEST SECTION. The property's recorded legal description must be indicated on the application. All information must be typed or printed legibly in black ink. All attached required information is to be identified on the supplemental sheet and any other supporting information that would assist the Board of Adjustment in making their decision should be identified.
 - b) The application must be signed by the owner of the subject property as applicant, or the applicant must provide a letter of authorization from the owner at the time the application is submitted.
 - c) Two (2) copies of the property's most recently recorded deed is required to be attached. If the application is submitted for a <u>Variance for substandard lot area or width</u>, a copy of the first recorded instrument creating the parcel plus the previous recorded instrument must be submitted as part of the application. Copies of <u>patent or recorded easements</u> on the property must also be submitted, if applicable.
- 2. SIX (6) COPIES (folded if 24" X 36") OF THE SITE/PLOT PLAN of the property, <u>DRAWN TO SCALE</u>, indicating the following:
 - a) North arrow and scale (written and graphic to scale) shown on plan.
 - b) All property lines with dimensions shown.
 - c) Location and dimensions of all existing and proposed structures (including fences, signs and pools) from property lines and distance between structures.
 - d) Location and width of dedicated streets, recorded easements, and patent easements on or adjacent to property (include names of streets if applicable).
 - ALL STRUCTURES ON THE PROPERTY MUST BE SHOWN AND DIMENSIONED ON THE SITE/PLOT PLAN, EVEN IF THE STRUCTURE IS NOT A PART OF THE VARIANCE REQUESTED.
- 3. **TWO (2) COPIES (folded if 24" X 36") OF FLOOR PLAN AND ELEVATIONS** of all existing or proposed buildings or additions pertinent to the request. Include elevations of any other structures pertinent to the Variance (e.g., signs, fences, etc.). When the Variance is for lot coverage, a roof plan with exterior dimensions is also required.
- 4. Any site plan, floor plan and/or elevation submitted on a sheet size larger than 8-1/2" x 11" must be accompanied by a REDUCED COPY 8 ½" x 11") of said plan. NO plans drawn on a sheet size larger than 24" x 36" will be accepted.

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- 5. **PICTURES OF THE PROPERTY**, showing the following:
 - Neighboring properties looking out from all sides of the property.
 - b) The subject property looking in from all sides of the property.
 - Provide any additional pictures that may assist the Board of Adjustment in making their decisions.

All pictures are to be mounted on 8 $\frac{1}{2}$ " x 11" sheets. Each picture needs to be labeled indicating what direction the picture faces and in what location the picture is taken. A site plan or key map may also be used in conjunction with the pictures with notations showing what direction the picture faces and where it is taken.

6. **NOTIFICATION REQUIREMENTS TO SURROUNDING PROPERTY OWNERS**. The applicant must submit the names of the property owners within 300 feet of the boundary of the subject property. Properties located in platted subdivision may provide names of the property owners directly surrounding the subject property. The names of the surrounding property owners must be submitted on mailing labels (8 ½" x 11" labels sheets preferred). A blank, stamped envelope for each surrounding property owner shall also be included. Also required is an Affidavit of Notification (provided by the County) which must be signed by the applicant and notarized.

The names of the surrounding property owners can be obtained through the Maricopa County Assessor's Office, located at 301 West Jefferson, first floor.

Maricopa County will prepare a letter notifying the surrounding property owners of the type of request, the location, date and time of the hearing. The notification letter will be sent to the surrounding property owners using the labels/envelopes provided by the applicant.

7. All information required for the application package must be completed and in order. **Incomplete applications will not be accepted and will be returned.**

BOARD OF ADJUSTMENT PROCESS

Procedure for making application to the Board of Adjustment variances, interpretations and appeals as provided in the Maricopa County Zoning Ordinance (Chapter 3 Section 303):

 Submit the completed application package to the Department of Planning and Development, located at:

MARICOPA COUNTY DEPARTMENT OF PLANNING AND DEVELOPMENT 411 North Central Avenue, 3rd Floor Phoenix Arizona 85004-2191

- After it has been determined that the application package is complete (see instructions for application package submittal requirements), the filing fee per Zoning Ordinance requirement is to be paid by the applicant (check should be made payable to "Maricopa County"). A receipt will then be issued, a case number assigned, and a tentative hearing date before the Board of Adjustment established.
- 3. Applicants will be provided written notice of the time, date and place of hearing approximately five (5) working days prior to the date of the hearing. The **Board of Adjustment meets at 10:00 a.m. in the Board of Supervisors' Auditorium at 205 West Jefferson Avenue**, unless notified otherwise.
- 4. It is the applicant's responsibility to provide supporting information and/or evidence to the Board of Adjustment explaining why a request should be granted. This information/evidence should be submitted as a part of the application. Additional information may also be presented at the Board's hearing on the matter.
- 5. A letter indicating the Board's action on the request will be sent to all applicants within one (1) week after the Board's hearing on the matter.

05-18-01